

Job Title: HR Manager
Reports to: CEO/President
FLSA Status: Salaried Exempt -Full Time
Location: OH
Reviewed: 10/1/2025

Position Summary

The HR Manager is responsible for cultivating a sustainable culture overseeing the HR functions, including recruitment, employee relations, and compliance. This position requires a deep understanding of safety best practices, employment laws, performance management, training and strong leadership skills to support a positive work culture and operational excellence in a distribution organization.

Responsibilities

- Supports all safety efforts and promotes the Shapes Unlimited safety culture.
- Provides safety training for team members.
- Collaborate with managers on job postings, interviews, hiring, and onboarding.
- Serve as the point of contact for employee concerns, grievances, and conflict resolution.
- Collaborate in the management of employee benefit programs; evaluate offerings for competitiveness and effectiveness.
- Ensure compliance with federal, state, and local employment laws and OSHA regulations.
- Maintain DOT records and audit HR files, databases, and confidential personnel records.
- Assess training needs and implement professional development initiatives.
- Facilitate monthly safety meetings and manage industry-required certifications.
- Oversee performance appraisal processes and provide guidance on feedback and goal setting.
- Serve as point of contact for employee concerns and conflict resolutions.
- Support management in setting goals and providing feedback.

Required Qualifications

- Bachelor's degree in human resources, Business Administration, or related field.
- 3–5 years of Safety or HR management experience.
- SHRM Certification
- In-depth knowledge of HR principles, employment law, and regulatory compliance.
- Strong interpersonal, communication, and conflict resolution skills.
- Proficiency with HR software , databases, and Microsoft 365.
- Proven ability to manage recruitment, benefits, employee relations, and training.
- Strong background in safety (OSHA) and training and development in a construction environment is preferred.